

City of Lexington, NC

HONORARY STREET NAMING PROGRAM

The City of Lexington's Honorary Street Naming Program allows for the opportunity to honor people or groups who have made significant, positive impacts in the community. The Mayor and each City Council member is allowed one (1) honorary street name designation at a given time. Honorary street name signs will be displayed for a two (2) year period and may be renewed by request in writing for another two (2) year period if there is not a waiting list for future honorees. When removal of the sign occurs, the sign will then be turned over to the applicant or the applicant's designee. The portion of a street so designated will be a one block area. Applications must be submitted by the Mayor or any member of the City Council, with final approval authorized by vote of the City Council. A completed application, plus a fee of \$225 per one (1) 2-faced sign must be submitted prior to approval. If the application is not approved, the fee paid will be refunded less an administrative fee of \$25, resulting in refund amount of \$200.

* * *

Types of Designation Signage:

Honorary Street Sign Designations are signs positioned on a standard city post underneath the actual street name.

Description:

Honorary Signs are of similar size and shape as standard street name signs. The honorary signs will consist of a dark brown background with silver/white reflective lettering, in compliance with federal standards. Only one honorary sign will be allowed at an intersection.

Public vs. Private Thoroughfares:

This program applies to streets maintained by the City of Lexington and within the city limits. It does not attempt to regulate honorary street names on private streets, driveways, and/or state maintained thoroughfares.

Requests for Honorary Signs:

Requests for Honorary Signs shall be made in writing (application required) by the Mayor or any member of City Council to the City Clerk describing the details of the intersection location and the desired honorary name. A justification for the honorary designation shall also be provided attached to or within the letter of submission.

Qualifications for Honorary Recognition:

The method of honoring individuals or groups is reserved for those having city-wide, positive impact or respected notoriety. Individual honorees are recommended posthumously. Commercial and corporate-related recognitions do not qualify for honorary recognitions.

Renewals:

Renewals, if desired at the end of the two (2) year period, will be handled like new requests with all applicable rules and fees in effect at that time. A renewal request must be received 90 days prior to the original end date. If a renewal is not arranged, the honorary designation will be discontinued at the end

City of Lexington, NC

HONORARY STREET NAMING PROGRAM

of the two (2) year period. City of Lexington Public Services staff will maintain record of the installation date and renewal period. No notification of renewal will be provided by city staff prior to removal.

Each submittal will need to be a typed request stating the following:

- The name of designee to be honored.
- Why a particular section of a street has been requested for the honorary designation.
- General location shall be limited to a single point(s) or short segment with sign(s) posted at the point(s) or near mid-block.
- Payment of the \$225 fee for each installation is to be made to the City of Lexington prior to fabrication and installation of sign(s). The \$225 fee is for one 2-faced sign on one side of the alley.
- Each submittal shall be received by the City Clerk, reviewed by the Public Services Director and subsequently submitted to City Council for final approval.

Description of Signage and Maintenance:

- Sign(s) will consist of a dark brown background with silver/white reflective lettering.
- Sign(s) will be installed by City crews and shall remain in place for a period of two (2) years, with the optional renewal period.
- Upon removal by City crews, sign(s) will be given to the applicant or individual designated by the applicant.
- Maintenance of the sign(s) installation and/or replacement of pertinent materials shall be at the expense of the applicant. Failure to cover the cost of the maintenance or replacement material(s) will result in immediate removal of the sign(s).
- Honorary Street Naming Designation recommendations are limited to one designation for the Mayor and each City Council member at a given time. At no time shall there be more than nine (9) honorary street name designations in the city.

City of Lexington, NC

HONORARY STREET NAMING PROGRAM

APPLICATION

APPLICANT INFORMATION:

(Please print clearly)

Applicant's Name: _____

Applicant's Designee: _____

Organization/Company: _____

Street Address: _____

Telephone: () _____ E-mail: _____

HONORARY NAME REQUEST:

NAME OF HONOREE: _____

(Exactly as it would appear on the Street Name Sign)

LOCATION: _____

INTERSECTING STREETS AT EACH END OF THE ONE BLOCK AREA:

(Rough sketch with requested location for sign placement)



City of Lexington, NC

HONORARY STREET NAMING PROGRAM

Please check all that apply and include a brief explanation for each of the applicable criteria.

Cultural Impact to the City:

Historical Impact to the City:

Humanitarian Efforts:

Association with the City:

Geographical Relationship to Focus of Interest:

Is the individual Living or Deceased? (Circle one)

City of Lexington, NC

HONORARY STREET NAMING PROGRAM

SIGNATURE OF APPLICANT

My application consists of the following items necessary for a complete application:

Completed Application, plus applicable fee (make checks payable to "City of Lexington")

Typed recommendation from the applicant stating qualifications of honoree

Rough sketch with requested placement and location of sign

Signature of Applicant: _____ Date: _____

It shall be understood that the application process may take up to 90 days from date submitted. If applicant is non-responsive or cannot provide full submittal package within the 90 day processing period, the application will be removed and resubmittal will be required. Any fee(s) paid will be refunded less an administrative fee of \$25.

Approved: _____ Date: _____

(Mayor – City Council)

Office use only:

Date Sign Installed: _____ Date sign removed: _____

Work Order # _____ Payment received: _____

Approved: _____ Date: _____

(Public Services Director)

Signature of Applicant or Designee Receiving Honorary Sign: _____

Date: _____

City Staff Signature: _____ Date: _____